

SUBJECT (ABE/IELCE/IET/WEI/IOODE/M OE/OTHER)	PY19 RFA QUESTIONS	PY19 RFA ANSWERS
ADMINISTRATIVE CAP	What is the maximum Administrative percentage for all budgets?	No more than fifteen percent (15%) of your entire budget (not including MOE) can be used for Administrative purposes.
APPLICATION	What is the maximum number of pages for the grant applications--30 or 35 pages?	If an ABE provider is applying for WEI, the application can have a total of thirty-five (35) pages. If the provider is NOT applying for WEI, the maximum number of pages for the application is thirty (30) pages. This has been corrected on the latest version of the RFA documentation posted here: https://www.in.gov/dwd/2909.htm
APPLICATION	Is the Program Overview required for AE and IOODE?	Yes. As explained on page 18 and 19 of the RFA documentation, programs applying for IOODE funding should include a program overview. This is different than the program overview in the general ABE application, in that the IOODE program overview should be a brief 'overall' description, or introduction of the applicant's plan for providing statewide online only distance education for WIOA Title II eligible individuals.
APPLICATION	Consideration XIV: is the goal "twenty or 15%" of enrolled individuals participating in IET?	DWD's goal is to have fifteen percent (15%) of enrolled individuals participating in IETs. This typo has been corrected in the latest version of the RFA documentation posted here: https://www.in.gov/dwd/2909.htm
APPLICATION	Considerations XII, page 25: Questions 2 and 3 are the same, but Part A is different for each. Should 3A actually be 2B?	Applicants only need to answer the body of Consideration XII, questions 2 and 3 once; however, applicants should complete each sub question separately. Applicants choosing to only address the body of questions 2 and 3 once, should reference the answer to question 2 in their answer to question 3. E.g. "See question #2."

APPLICATION	<p>Please give a specific definition of the terms in the categories covered on the headings of the partnership document. (Employer Information and Support Services/Workforce Recruitment Assistance/Strategic Planning -Economic Development/Accessing Untapped Employment Pools/Incumbent Worker Training Services/Rapid Response-Business Downsizing Assistance/Layoff Response Planning Repeat Business Customer Numerator/Repeat Business Customer Denominator)</p>	<p>The definitions in the partnership documentation for columns L through U are taken from the US Department of Labor's Effectiveness in Serving Employers Specifications which can be retrieved here: https://www.doleta.gov/performance/pfdocs/Effectiveness%20in%20Serving%20Employers%20Specs%20-%204.20.2016%20FINAL.pdf. DWD will also post these to Amplify AE's Grants and Forums page here: https://www.in.gov/dwd/2909.htm.</p> <p>Finally, DWD recognizes that an individual partnership may not fall under any category--for example non-employer partnerships. Therefore, if a partnership does not meet any of the criteria, or the applicant is unsure whether or not a partner meets any criteria, it is acceptable to not complete columns L through U <i>for that individual partner</i>.</p>
APPLICATION	<p>Please define an "Employer Partner Utilized for IET or WEI or WIN/ERG."</p>	<p>1.) Funds allocated for the Workforce Education Initiative (WEI) must be spent on programing done in partnership with an employer. The "Employer Partner Utilized" for WEI funding would be the applicants WEI employer partner. 2.) The WorkIndiana Employer Reimbursement Grant (ERG) are funds used to reimburse employers for the costs incurred by the employer in helping their employees attain their HSED. The "Employer Partner Utilized" for WEI funding would be the employer reimbursed using ERG funds. 3.) There are a number of ways an Indiana AE provider could partner with employers for IET programs. For example, employer partners could help provide the training for certain IET eligible credentials or employers could partner with AE providers to provide IET services to their employees. The "Employer Partner Utilized" for IETs would be any employer who partners with an AE provider in <i>any way</i> for that providers IET programs.</p>

APPLICATION	Do programs need to include the entire text of each consideration in the grant application narratives?	No, a program does not need to include the full text of each consideration or question in the narrative; HOWEVER, the consideration and question numbers do need to be clearly marked in the narrative response. Programs are free to choose the format they like, just as long as it is clear to the reviewer what each answer corresponds to. Examples: Consideration I, followed by 1, 2, 3, etc. Or I.1, I.2, I.3, etc. Programs are also free to include the full text of the considerations and questions if desired.
BUDGET	How much of the grant funding can be used for indirect costs?	Indirect costs are part of the Administrative portion of the budget and cannot exceed 15% of the total allocation.
BUDGET	Can a provider request additional funding in literacy for adult students who need individualized assistance starting with learning the alphabet and basic math facts?	No. Because of the nature of this continuation grant, the only 'extra' funds that can be requested are those linked to the Workforce Education Initiative (WEI) or the Indiana Online Only Distance Education (IOODE) program. Please see the RFA documentation for more information on these two funding streams.
BUDGET	The RFA states that the IET is 15% and the WEI is 10%. What do those percentages refer to? Does that mean this percent of a provider budget?	The percentages refer to the portion of the total funds allocated to Indiana Adult Education that will be earmarked for IET and WEI activities.
BUDGET	Can a provider request funding to support their local on-line learning system?	Please see the policy on Distance Education at: https://www.in.gov/dwd/files/AE%20Distance%20Education%20Policy.pdf
BUDGET	Does the administrative cap (15%) apply to each funding source (State/Federal) separately or to total budget?	The Administrative cap applies to the total budget (less MOE).
BUDGET	Is the Administrative cap calculated on the budget WITH the MOE or WITHOUT the MOE?	The Administrative cap (no more than 15% of the total allocation, less PDF funds) is figured on the budget WITHOUT the MOE. The Itemized Budget (PROVIDER NAME_ABE ITEMIZED BUDGET_PY19_RFA_B) document will auto calculate the percentages of Program, Administrative, and MOE totals.

BUDGET	Will the funds for the PDF stipend and professional development be included when calculating the Administrative cap (15%)?	The PDF stipend and PDF professional development dollars can appear to affect the Administrative cap. Although these dollars are listed in the Federal Administrative portion of the budget, the source of those funds is different from the rest of the grant and is not subject to the 15% cap. When you are preparing your PY19 itemized budget, be sure that the Admin portion does not exceed 15% BEFORE you add the PDF line items . If it goes over 15% after you add the PDF that will not count against your program.
CORRECTIONS FUNDING	Can a program not already receiving corrections funding apply for it as part of the PY2019-20 Continuation Grant?	Any program awarded adult basic education (ABE) funds as a result of the grant process is allowed to use funds to provide adult education and literacy activities in the "corrections" environment.
CORRECTIONS FUNDING	If a program cannot apply for additional corrections funding, why are corrections costs listed on the Itemized Budget worksheet?	Corrections funding is included in the grant application Itemized Budget attachment for use in the following cases: (1) A program already receiving corrections funding as a result of the previous RFAs that will continue to receive corrections funding in PY2019-20 and (2) any program that intends to provide ABE services in the corrections environment funded by any source (regular ABE funds or IET funds) must record projected costs for corrections classes/courses as "corrections" expenditures in the Itemized Budget attachment.
HSE	Can HSE Online Test Fees (DRC/CTB) be reimbursed by IELCE or ABE PY19 grants?	No AEFLA dollars (ABE/IELCE/IET/WEI/IOODE) can be used to pay for HSE testing.
IELCE	If a provider did not apply for or receive IELCE funds in PY18 (2018-19), can they submit an IELCE grant application for PY19 (2019-20)?	Any provider that applied for and received IELCE funds during the current PY2017 competitive grant cycle (program years 2017, 2018, and 2019) is eligible to apply for IELCE funds for PY19.

IET	Is the IET goal established at 20% or 15%?	DWD's goal is to have fifteen percent (15%) of enrolled individuals participating in IETs. This typo has been corrected in the latest version of the RFA documentation posted here: https://www.in.gov/dwd/2909.htm
IET	Since this is a continuation year, can a provider request funding for IETs based on courses that will be able to have students all 12 months? (This question referenced the length of time it takes to process and approve IET course applications.)	No. The IET funds associated with this continuation grant will be allocated based on IET performance.
IET	Can a provider use any of their IET allocation under "Corrections" if they have IETs in a corrections class?	Yes. Corrections/jail programs
IET, WEI	Can funds from the potential IET and WEI allocations be used by the fiscal agent for administrative expenses?	IET and WEI allocations are split between Program and Administrative. No more than fifteen percent (15%) of the total allocation can be used for Administrative costs. Administrative expenses for activities performed in support of IET and WEI are reimbursable. (ABE funds may be used to pay for IET and WEI costs, if necessary. HOWEVER, IET and WEI funds CANNOT be used for ABE.)
IET, WEI	If a program applies for, and receives, either IET or WEI funds, can these funds be used to cover a program's administrative costs?	Yes, provided the funds are being used only to cover the administrative costs incurred as the result of running either IET or WEI funded programs/courses.
IET, WEI	Can WEI funding be used to transition students from IET to paid work experiences?	WEI cannot be used to fund paid work experiences. This is not an allowable AEFLA cost.
MOE	Is MOE determined by percent of funds received/requested or same as previous grant year? (Page 6 of IELCE Grant Application instructions.)	The MOE--Maintenance of Effort--should be similar to the previous year's amount.

PDF	If a provider does not currently have a Professional Development Facilitator (PDF), can they request funds, in anticipation of getting a PDF in the upcoming program year?	Providers may apply for a PDF allocation during the grant application process. If, and only if, the provider has an approved PDF will those funds be released for reimbursement. These funds will not be available for
PDF	Will providers with a PDF receive an additional allocation to cover stipends and professional development for the PDF?	For the 2019 program year, the PDF stipend and professional development funds will be included in the allocation for those providers who apply and are approved. (We will not need to have a budget addendum in December and June and the funds will be available for reimbursement at the end of each term.)
SUB-GRANTEES	Can a current sub-grantee apply for funding during the PY2019-20 Grant Continuation process?	No. Even though parts of the available funding for the ABE grant will be awarded on a competitive basis, the PY2019-20 grant is a continuation. Eligible applicants are: (1) ABE Grant - any program that was awarded funding as part of the ABE PY2017-18 RFA process and (2) IELCE Grant - any program that was awarded funding as part of the PY2017-18 IELCE RFA process. In addition, it should be noted that next year's grant cycle will be a fully competitive grant, meaning that new providers (including current subgrantees) will be allowed to apply for funding for PY2020-21.
WEI	What is the Workforce Education Initiative? Are there any guidelines for WEI classes and content?	The Workforce Education Initiative (WEI) is a program designed to award funding to programs that seek out and establish partnerships with businesses by offering adult education and training services for employees either on or off the employer's worksite. Guidelines for WEI include: (1) Classes are provided in partnership with an employer; (2) serves the needs of that employer and employees - whether that be by providing regular adult education and training services or an IET; AND (3) instruction is offered either on or off the employer's worksite. Any program applying for WEI funds must complete the WEI Consideration questions in the grant narrative.

WEI	If a program applies for WEI funding, must all the students in the WEI course be employed by the partner employer?	While it may be difficult to arrange for non-employees to take WEI classes located at a workplace, there are a number of situations where WEI program could be open to non-employer partner employees. For example, classes held off campus can easily be arranged so that non-employee students can participate. Another scenario could be an employer partnership where the employer agrees to hire completers of a WEI funded adult education class.
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